



**Shiba Inu Rescue
Association Foster Home
Policies and Procedures**

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Section 1

Foster Home Approval Process

1) Individuals and households interested in fostering a dog under the care of SIRA must fully complete a Foster Home Application available on SIRA's website. The head of the household must fill out the form and the applicant must be at least 21 years old. No one in the household may have any history of animal abuse or neglect. If any of these requirements are not met, the Foster Home Application will not be considered.

2) Foster Home Applicants are required to provide the following references in their Foster Home Application. All references will be verified before a home visit will be scheduled:

- a) **Two Personal References** – These references must be individuals who are not related to the Foster Home Applicant and reside outside of the household where the Foster Dog will be residing. Preferably these individuals should be familiar with the Foster Home Applicant's pet experience. If this is not possible for reasons including, but not limited to, the Foster Home Applicant has never owned pets, or has not owned pets in many years, then references who are unfamiliar with their pet experience may be provided.
- b) **Veterinarian** – If the Foster Home Applicant currently owns pets or has owned pets in the past, they will need to provide their most recent veterinarian's contact information. The Foster Home Applicant must also give their veterinarian permission to release their pet's medical records to Shiba Inu Rescue Association (SIRA). Failure to do so prior to submission of the Foster Home Application may result in a delay of the approval process.
- c) **Landlord** – If the Foster Home Applicant rents their home, they must provide their landlord's contact information and any pet-related restrictions set by the landlord. The landlord will be contacted to verify the information provided.

3) Foster Home Applicant will be contacted by a SIRA volunteer or individual chose by the Adoption Coordinator to arrange a time for their home visit. **PLEASE NOTE: ALL FAMILY MEMBERS MUST BE PRESENT FOR THE ENTIRE VISIT.** During the home visit, the SIRA volunteer will meet with the Foster Home Applicant in the Foster Home Applicant's home. The SIRA volunteer will discuss with the Foster Home Applicant any issues or potential dangers the household may pose to a Foster Dog, including, but not limited to, exposed wires, uncovered garbage cans, and possible escape issues. The SIRA volunteer may offer suggestions on how to make the home safe for a Foster Dog as well as management techniques for keeping the Foster Dog healthy, safe and happy. After the home visit, the SIRA volunteer will submit the Home Visit Report to the Adoption Coordinator to be reviewed.

4) SIRA Board Members will review the Foster Home Applicant's Foster Home Application, references, and Home Visit Report and decide whether the Foster Home Applicant will be approved to foster or not. If the Foster Home Applicant is approved to foster, they will be contacted by the Foster Home Coordinator about any dogs that are currently available for fostering.

5) SIRA reserves the right to deny a Foster Home Applicant at any stage in the Foster Home Application process. In addition, a Foster Home may be removed from SIRA's database of approved foster homes if

any portion of the Foster Home Policies and Procedures are breached by the Foster Home or it is determined that the Foster Home misrepresented any information during the approval process.

6) Individuals or households that have already completed the Adoption Application process, consisting of a completed Adoption Application, reference check, and home visit, and have been approved to adopt will be considered eligible to foster after reading and signing the Foster Home Policies and Procedures.

7) Individuals or households that have already completed the Foster Home Application process, consisting of a completed Foster Home Application, references check, and home visit, and have been approved to foster will be considered eligible to adopt.

Section 2 Fostering Policies and Procedures

- 1) When SIRA receives a surrender request for a dog, the Foster Home Coordinator will notify all existing Foster Homes and disclose all information that has been provided to SIRA about the dog, including, but not limited to, age, gender, known behavior and health. If a Foster Home is interested in fostering the dog, they will contact the Foster Home Coordinator directly via email to volunteer to foster the dog. The Foster Home Coordinator will then choose the most appropriate Foster Home from all available Foster Homes that expressed interest in fostering the dog. The Foster Home Coordinator may also contact individual Foster Homes about dogs without contacting all existing Foster Homes. The Foster Home Coordinator will contact the Foster Home they chose to foster the dog via email.
- 2) Once a Foster Home has been selected to foster a dog, the Foster Home is expected to follow through on the commitment. If the Foster Home becomes unwilling or unable to foster the dog prior to receiving the dog, the Foster Home must immediately notify the Foster Home Coordinator via email. At least 48 hours of notice is required. If less than 48 hours of notice is given, the Foster Home may be held responsible for any expenses incurred while making alternative arrangements for the dog, including, but not limited to, boarding expenses and alternate transport option expenses.
- 3) The Foster Home is required to be a member of the SIRA Foster Home Forum, an online Facebook group only for SIRA's Foster Homes, for the entire duration the Foster Home is in possession of the Foster Dog. The Foster Home will receive the link to the group via email or Facebook message from the Foster Home Coordinator when the Foster Home is scheduled to receive, or has received the Foster Dog.
- 4) The Foster Home must give the Foster Home Coordinator at least 15 business days of notice if they want the Foster Dog to be removed from their property. SIRA cannot guarantee how quickly the Foster Dog will be moved as this will depend on the availability of other Foster Homes at the time the Foster Home requests to move the Foster Dog, boarding facility availability, as well as the time it will take to arrange a transport if needed.
- 5) The Foster Home is not permitted to leave the Foster Dog outside unattended for any length of time for any reason, even if the Foster Dog is contained in a securely fenced yard or restricted to a tie-out (red). The Foster Home is also prohibited from using a doggy door for the Foster Dog. If SIRA becomes aware that the Foster Home is not supervising the Foster Dog at all times when the Foster Dog is outside, the Foster Dog will immediately be removed from the Foster Home's possession and the Foster Home may not be permitted to foster again.
- 6) The Foster Home may never rely on an invisible/electric/underground fence to contain a Foster Dog. If SIRA becomes aware that the Foster Home is utilizing these types of fences to contain the Foster Dog, the Foster Dog will be immediately removed from the Foster Home's possession and the Foster Home may not be permitted to foster again.
- 7) The Foster Home is prohibited from giving the Foster Dog to anyone, including, but not limited to, another shelter, rescue, animal control facility, individual, Adopter, or Foster Home, for any period of time, for any reason unless permission is given to the Foster Home to release the Foster Dog to someone else by the Foster Home Coordinator. If the Foster Home gives the Foster Dog to anyone without the permission of the Foster Home Coordinator, the Foster Home may be responsible for any costs associated with recovering the Foster Dog.

8) The Foster Home is never to abuse or neglect the Foster Dog in any way for any reason. If the Foster Home is found to be abusing or neglecting the Foster Dog in any way, the Foster Dog will be immediately removed from the Foster Home's possession and the Foster Home may not be permitted to foster again. The Foster Home may also be responsible to cover the costs for any medical treatment or training required due to the abuse or neglect by the Foster Home. SIRA may also report the abuse and/or neglect to the proper authorities.

9) The Foster Home may never allow the Foster Dog to be off-leash outside of a securely fenced area. If SIRA becomes aware that the Foster Home is intentionally allowing the Foster Dog to be off-leash outside of a securely fenced area, the Foster Dog will immediately be removed from the Foster Home's possession and the Foster Home may not be permitted to foster again.

10) If the Foster Dog has displayed escaping tendencies that make the Foster Dog a high escape risk, the Foster Home may be required to walk the Foster Dog on a leash at all times while the Foster Dog is outside, even if it is contained in a securely fenced area. In these cases, the Foster Home Coordinator will notify the Foster Home of this requirement via email either before or after the Foster Home has received the Foster Dog.

11) The Foster Home will be responsible for all standard maintenance costs of the Foster Dog, including, but not limited to, food, toys, and bowls. This equipment will remain the property of the Foster Home after the Foster Dog is adopted unless the Foster Home decides to donate the equipment to SIRA, or gives/sells the equipment to the Adopter. On occasion, SIRA will have equipment and/or food available for the Foster Home to use. This equipment will remain the property of SIRA and may not be given or sold to the Adopter or any other individuals. This equipment must be returned to SIRA after the adoption has occurred, unless the Foster Home plans to foster again within 30 days.

12) Foster Dog is required to wear the SIRA identification tag attached to the Foster Dog's collar at all times. This tag will be provided to the Foster Home when the Foster Dog enters foster care. This identification tag will remain the property of SIRA and may not be given or sold to the Adopter or any other individuals (blue). This identification tag must be returned to SIRA within 30 days after the adoption has occurred, unless the Foster Home plans to foster again within 30 days.

13) SIRA will provide Foster Home a wire or plastic crate/carrier for the Foster Dog's use. This is for indoor use only. In addition, this equipment must be kept clean and free of urine, feces and other substances that could cause the Foster Dog to become sick. The Foster Home may be held responsible for all costs associated with any damage, injury or illness caused as a direct result of this piece of equipment being improperly used. This piece of equipment will remain the property of SIRA, but may be sold to Adopter for an additional fee provided to the Foster Home by the Adoption Coordinator.

14) The Foster Dog may only wear the following pieces of equipment. The use of any other type of equipment is prohibited without the permission of the Foster Home Coordinator.

a) **Adjustable Collar** – Identification tags must be attached to this collar.

b) **Martingale Collar** – This collar is never to be left on an unattended or crated/penned Foster Dog. This collar may never be used when attaching the Foster Dog to a tie-out. Identification tags must be attached to this collar when in use.

- c) **Adjustable/Front Lead/No Escape/No Pull Harness** – To be used when walking the Foster Dog. The SIRA provided Ruffwear Webmaster harness is to be used on Foster Dog unless a substitute/alternative harness has been specifically approved by the Foster Home Coordinator. The harness must be used on Foster Dogs that require double leashing and all Foster Dogs when outside of a securely fenced area. The harness must also be used when attaching the Foster Dog to a tie-out.
- d) **4' or 6' Nylon or Leather Leash** – These are the only lengths and types of leashes allowed for Foster Dogs. All other lengths and types of leashes are prohibited without the permission of the Intake Coordinator or the Foster Home Coordinator.
- e) **Nylon or Leather Coupler** – To be used on Foster Dogs that require double leashing. Foster Homes may not use a coupler to attach the Foster Dog to another dog.

15) The Foster Home must supply the following pieces of equipment for the Foster Dog to use for the duration of the Foster Dog's time in the Foster Home if they are not supplied by SIRA:

- a) **Water and Food Dishes** – Must be made available to the Foster Dog with the adequate amount of food and water required to keep the Foster Dog healthy.
- b) **Toys** – The toys selected for the Foster Dog must be appropriate for the age as well as the chewing tendency of the Foster Dog.
- c) **High Quality Dog Food** – Food must be a quality meat-based kibble or RAW diet.

16) The Foster Home will not allow the Foster Dog to interact with any other animals until the Foster Dog has been evaluated by a veterinarian and deemed healthy and free of infectious diseases and/or parasites. The Foster Home may be held responsible and/or may not be reimbursed for any expenses related to the spread of infectious diseases and/or parasites if the Foster Dog was allowed to interact with other animals prior to being evaluated by a veterinarian and completing all treatments as prescribed by the veterinarian.

17) The Foster Home will not allow the Foster Dog to interact with any other animals that have not been deemed healthy and free of infectious diseases and/or parasites by a veterinarian. The Foster Home may be held responsible and/or may not be reimbursed for any expenses related to the spread of infectious diseases and/or parasites if the Foster Dog was allowed to interact with other animals that have not been deemed healthy and free of infectious diseases and/or parasites by a veterinarian.

18) The Foster Home will not allow the Foster Dog to interact with any other animals until its behavior is acceptable and it shows no signs of potentially injuring another animal or person. The Foster Home may be held responsible and/or may not be reimbursed for any expenses related to injuries that are sustained as a direct result of the Foster Dog interacting with other animals before the Foster Dog's behavior was acceptable.

19) The Foster Home will not allow the Foster Dog to interact with any other animals unless the other animal's behavior is acceptable and it shows no signs of potentially injuring the Foster Dog or a person. The Foster Home may be held responsible and/or may not be reimbursed for any expenses related to

injuries that are sustained as a direct result of the Foster Dog interacting with other animals who's behaviors are unacceptable.

20) All incidents of aggression involving the Foster Dog are to be reported to the Foster Home Coordinator immediately.

21) The Foster Home must immediately notify the Foster Home Coordinator via email, or if email is not immediately available then by phone or text, of any changes in the Foster Dog's status (purple), including, but not limited to, the Foster Dog becoming lost, injured, sick, or dying for any reason.

22) If the Foster Dog becomes lost, the Foster Home must immediately notify the Foster Home Coordinator. The Foster Home must be proactive in attempting to locate the Foster Dog by completing recovery tasks including, but not limited to, creating and passing out updated "Lost Dog" fliers to the public and local businesses at minimum on a weekly basis, contacting by phone, email or visiting in person all shelters, animal control facilities, police stations, rescue groups and veterinarians within a 20 mile radius of where the Foster Dog was lost, and searching daily for the Foster Dog weather and time permitting. The Foster Home must notify the Foster Home Coordinator of any sightings or info related to the Foster Dog, along with a description of all recovery efforts at minimum on a daily basis for the first 7 days the Foster Dog is lost, then at minimum once a week for the following 23 days. If the Foster Dog is not recovered within 30 days, and it is determined by the SIRA Board of Directors that the Foster Home did not put forth the effort required in order to recover the Foster Dog, the Foster Home may be required to pay the adoption fee according to SIRA's set adoption fee rates. If the Foster Dog is recovered at any time, the Foster Home must immediately notify the Foster Home Coordinator, make arrangements to pick up the Foster Dog as soon as possible, and immediately take the Foster Dog to a SIRA approved veterinarian to be examined for any injuries or illnesses that may have been sustained/contracted while the Foster Dog was lost. If it is determined by the SIRA Board of Directors that the Foster Dog was lost due to the negligence of the Foster Home and/or the Foster Home did not put forth the effort required to recover the Foster Dog, the Foster Home may be held responsible and/or may not be reimbursed for any expenses (green) related to the recovery of the Foster Dog, or any injuries or illnesses contracted by the Foster Dog while it was lost.

23) SIRA will be responsible for veterinary expenses incurred for the Foster Dog according to the Veterinary Policies and Procedures.

24) The Foster Home will make arrangements to have the Foster Dog examined by a veterinarian in accordance with the Veterinary Policies and Procedures as soon as possible after receiving the Foster Dog, only if the Foster Dog has not already been examined by a SIRA approved veterinarian prior to placement with the Foster Home.

25) The Foster Home will email the Foster Dog's microchip number to the Foster Home Coordinator immediately following the dog being microchipped or scanned for an existing microchip by a veterinarian.

26) The Foster Home will evaluate the Foster Dog's training/temperament level to the best of their ability. In some cases the Foster Home Coordinator may recommend the Foster Home seek out the opinions and/or training advice of a certified dog trainer or behaviorist. If the Foster Home has the Foster Dog evaluated and/or trained by a certified trainer or behaviorist without written permission

from the Foster Home Coordinator, the Foster Home may be held responsible and/or may not be reimbursed for any expenses related to evaluations or training already implemented.

27) The Foster Home may seek out opinions/advice from other SIRA Officers, Coordinators, Foster Homes or Volunteers for simple training, including, but not limited to, potty training, crate training and basic obedience with the understanding that SIRA Officers, Coordinators, Foster Homes and Volunteers may or may not be certified dog trainers or behaviorists. Therefore, any opinions and advice given are based on personal experience and may not be effective for the Foster Home or Foster Dog. The Foster Home will not hold SIRA responsible for any training advice provided by SIRA Officers, Coordinators, Foster Homes or Volunteers.

28) The Foster Home will report via Foster Update Form to the Foster Home Coordinator at minimum once every 14 days about the condition of the Foster Dog, including, but not limited to, information regarding the Foster Dog's health, temperament (brown), and vetting status, as well as details about any inquiries from Potential Adopters about adopting the Foster Dog. If Foster Home fails to provide the required Foster Update Form to the Foster Home Coordinator at least once every 14, Foster Dog may be removed from the Foster Home.

29) If the Foster Home has a change in address, phone number, email, or any other contact information while in possession of the Foster Dog, the Foster Home will notify the Foster Home Coordinator immediately. Failure to do so may result in the Foster Dog being removed from Foster Home's possession.

30) The Foster Home has 14 days from the date the Foster Dog is medically/behaviorally cleared for adoption to decide whether or not to adopt the Foster Dog. If the Foster Home decides to adopt the Foster Dog, then the Foster Home will be given an additional 30 days to complete the adoption, which includes:

- a) Notify the Foster Home Coordinator that they would like to adopt the Foster Dog
- b) Vet the Foster Dog according to SIRA's Vetting Policies and Procedures
- c) A SIRA Coordinator will provide the Foster Home with an Adoption Contract. The Foster Home must read the Adoption Contract, fill out their contact information and emergency contact information, and sign on the "Adopter" and "Foster Home" lines.
- d) Pay the adoption fee according to SIRA's set adoption fee rates in the form of a check (personal or money order) made payable to "SIRA" or via Venmo.
- e) Mail the Adoption Contract, all records pertaining to the Foster Dog, and the adoption fee to the address listed on the Adoption Contract. A scanned and emailed copy of the completed Adoption Contract may be accepted if payment of the adoption fee was sent via Venmo. The Foster Home will not be reimbursed for any vetting expenses until the adoption fee and Adoption Contract have been received by SIRA, and the adoption fee, if paid by personal check, has been cleared by the bank and the fund have been made available in SIRA's account. Reimbursements will be paid by check, via PayPal, or via Venmo.

- f) If the Foster Home fails to complete the adoption within 44 days of receiving the Foster Dog, the Foster Dog may be immediately removed from the possession of the Foster Home and the Foster Home may not be given the opportunity to adopt the Foster Dog. Time extensions may only be granted by a SIRA Coordinator.

31) If the Foster Home decides not to adopt the Foster Dog, the Foster Home must make the Foster Dog available for inquiries from potential Adopters within 14 days of the Foster Dog being medically/behaviorally cleared for adoption by completing the Foster Dog Profile form available in the SIRA Foster Home Forum group. Medical and behavior hold statuses may only be granted by the Foster Home Coordinator.

32) The Foster Dog is only permitted to be listed by SIRA for adoption on the SIRA website, SIRA Facebook page, Petfinder, and other pet adoption websites approved by SIRA. The Foster Home is not permitted to list the Foster Dog for sale/adoption anywhere, including, but not limited to, non-SIRA websites, online or printed classifieds, online forums or listservs, or other media sources without written permission from a SIRA Coordinator.

33) Changes/updates to the Foster Dog's bio may be submitted at any time while the Foster Home is fostering the Foster Dog by submitting a new Foster Dog Profile form available in the SIRA Foster Home Forum group.

34) The Foster Home must respond to all email inquiries received from individuals interested in adopting the Foster Dog. If the Foster Home is unwilling or unable to respond to any inquiry for any reason, the Foster Home must immediately forward the email to the Foster Home Coordinator or Adoption Coordinator so that they may respond to the inquiry. If the Foster Home is continuously unresponsive to inquiries, the Foster Dog may be removed from the Foster Home's possession and the Foster Home may not be permitted to foster again.

35) All potential Adopters must have an approved Adoption Application and Home Visit completed before they are permitted to meet any Foster Dog. The only exception to this will be made for potential Adopters that have an approved Adoption Application completed and the Foster Home has volunteered to complete the Home Visit. In this case, the Foster Home may bring the Foster Dog to meet the potential Adopter during the Home Visit. If SIRA becomes aware that the Foster Home is allowing the Foster Dog to meet individuals or families that do not have an approved Adoption Application and Home Visit completed, the Foster Dog may be removed from the Foster Home's possession and the Foster Home may not be permitted to foster again.

36) The Foster Home is prohibited from sharing any information contained in the Adoption Applications and Home Visit Reports with anyone for any reason without permission from the Foster Home Coordinator or Adoption Coordinator.

37) The Foster Home is never to leave the Foster Dog unattended or unmonitored with any potential Adopter for any period of time until the Adopter has signed the Adoption Contract.

38) The Foster Home is not permitted to make any commitments, verbal or written, regarding the placement or adoption of any Foster Dog, current or future, to any potential Adopter at any time, for any reason.

39) The Foster Home must make all reasonable attempts to make the Foster Dog available at all scheduled SIRA Meet and Greet opportunities. If the Foster Home is unable to attend any Meet and Greet opportunity then the Foster Home must allow SIRA to make all reasonable attempts to get the Foster Dog to the Meet and Greet, including, but not limited to, transportation and temporary foster care options.

40) The Foster Home is not permitted to consider any potential Adopter with an invisible/electric/underground fence to adopt the Foster Dog. If the Foster Home becomes aware that a potential Adopter plans to rely on those types of fencing to contain the Foster Dog, the Foster Home must immediately notify the Adoption Coordinator.

41) The Adoption Coordinator will review any potential Adopter's Adoption Application, Home Visit Report, as well as the Foster Dog's medical and behavior history to determine if the potential Adopter could be a good fit for the Foster Dog. If so, the Adoption Coordinator will forward the potential Adopter's information to the Foster Home to review. If the Foster Home agrees the potential Adopter could be a good fit for the Foster Dog, Foster Home will then contact the potential Adopter to discuss the Foster Dog. If the Foster Home and potential Adopter feel the Foster Dog could be a match after this discussion, the Foster Home and potential Adopter will then set up a time for the potential Adopter to meet the Foster Dog. All members of the potential Adopter's household and all resident dogs must be present at this meeting. The Foster Home must notify the Adoption Coordinator as soon as the meeting is scheduled.

42) SIRA relies on the Foster Home to make a decision, upon the meeting between the Foster Dog and potential Adopter, if they appear to be a match since the Foster Home knows the Foster Dog best. If the Foster Home has any concerns after the meeting, they must contact the Adoption Coordinator immediately to discuss the concerns.

43) When all parties agree that the Foster Dog and potential Adopter are a good match and the adoption should proceed, the Foster Home and the potential Adopter will make arrangements for an adoption day. On the day of the adoption, the Foster Dog will be picked up at the Foster Home by the Adopter.

44) The following must be completed on the adoption day:

- a) The Foster Home must provide the Adopter with all of the Foster Dog's medical records, including but not limited to vaccination records.
- b) The Foster Home will print 2 copies of the Adoption Contract as provided to them by a SIRA Coordinator. The Foster Home will review all points of the Adoption Contract with the Adopter prior to the Adopter signing the contract.
- c) The Adopter will review their contact information and fill in their emergency contact information on the second page of the Adoption Contract, and sign the last page of the Adoption Contract on the "Adopter(s)" line. The Foster Home will then sign the last page of the Adoption Contract on the "Foster Home" line.
- d) The Adopter will be given a copy of the Adoption Contract for their records.

e) The Adopter will write a check, personal or money order only, made payable to "SIRA", or send payment via Venmo to the SIRA Treasurer, in the amount of the adoption fee based on the age of the Foster Dog when it entered foster care.

- Puppies to 1 year old - \$550.00 (Foster/Foster to Adopt \$525.00*)
- 1 to 3 years old - \$450.00 (Foster/Foster to Adopt \$425.00*)
- 4 to 6 years old - \$350.00 (Foster/Foster to Adopt \$325.00*)
- 7 to 9 years old - \$300.00 (Foster/Foster to Adopt \$275.00*)
- 10 years or older - \$200.00 (Foster/Foster to Adopt \$200.00*)

*Foster/Foster to Adopt rates only apply to fees paid in full within 14 days of receipt of Adoption Contract.

45) Within 5 business days of the adoption day, the Foster Home is required to mail the original signed Adoption Contract, the adoption fee check, and copies of all of the Foster Dog's records, including, but not limited to vaccination records, the SIRA at the address listed on the Adoption Contract. If the above is not mailed within 5 business days, the Foster Home may be held responsible for any administrative fees incurred, including, but not limited to, returned or cancelled check fees. If the Adopter submitted payment of the adoption fees via Venmo, a scanned and emailed copy of the completed and signed Adoption Contract and records may be accepted.

46) Any SIRA equipment must be mailed with the Adoption Contract, adoption fee check, and records unless the Foster Home plans to foster again within 30 days. In cases where equipment is too large to be mailed, such as crates or exercise pens, alternate arrangements will be made to return the equipment to SIRA.

SECTION 3

Vetting Policies and Procedures

1) Should the Foster Dog need veterinary care, a SIRA representative will inform the Foster Home of SIRA approved veterinarians within a 30 mile radius of their location. If there are no previously approved SIRA veterinarians within a 30 mile radius of the Foster Home, the Foster Home must call at least 3 veterinarians in their area for pricing estimates and report their findings to the Foster Home Coordinator or Medical Coordinator for instructions on how to proceed.

2) Below is the list of the standard vetting procedures SIRA performs on each Foster Dog, according to the age and needs of the Foster Dog as determined by the Intake Coordinator who has reviewed the Foster Dog's known medical history. A Foster Dog may not require every procedure on the list. As such, the Foster Home must obtain permission in the form of a written list via email of the procedures to be performed on the Foster Dog from Foster Home Coordinator or Medical Coordinator before any procedures may be performed. If any procedures are performed prior to the Foster Home receiving written permission to do so, the Foster Home may be held responsible and/or not be reimbursed for any procedures already performed and could result in the removal of Foster Dog from Foster Home. SIRA will provide flea/tick and heartworm preventatives to the Foster Home – purchase of these items from a veterinarian will not be authorized.

- a) Pre-Surgical Blood Work
- b) Spay or Neuter Surgery
- c) Post-Surgical Pain Medication
- d) Rabies Vaccination (1 year only, with no tags or registration)
- e) Distemper Vaccination (1 year only)
- f) Bordatella Vaccination
- g) Heartworm Test
- h) Microchip Scan and/or Microchip Implantation
- i) Dental with tooth extractions if necessary
- j) Fecal/Parasite Screening and de-worming medication if necessary

3) Should the Foster Dog require medical treatment other than what is listed under the standard vetting procedures list, including, but not limited to, luxating patella surgery, heartworm treatment, urinalysis, ultra sound, and x-rays as determined by a veterinarian, the Foster Home must first obtain written estimates from the veterinarian for any tests or treatments that will be administered. These estimates are to be submitted via email to the Foster Home Coordinator or Medical Coordinator, who will then review all tests, treatments, and the costs. The Foster Home Coordinator and Medical Coordinator may require estimates be obtained from alternate veterinarians and/or clinics. The Foster Home Coordinator or Medical Coordinator must provide written approval of the tests, treatments, and costs to the Foster Home via email before any tests and/or treatments are administered. If the Foster Home does not wait for written permission prior to allowing a veterinarian to administer tests and/or treatments, the Foster Home may be held responsible and/or not be reimbursed for any of the costs incurred for the tests or treatments already administered and may result in removal of Foster Dog from Foster Home.

4) Should the Foster Dog require emergency medical care due the conditions, including, but not limited to seizure, stroke, severe injury, or an accident, the Foster Home must make all reasonable attempts to

contact the Foster Home Coordinator or Medical Coordinator immediately via email, or if email is not immediately available then by phone. The Foster Home must obtain written permission from the Foster Home Coordinator or Medical Coordinator prior to taking the Foster Dog to be examined by a veterinarian. If the Foster Home Coordinator and/or the Medical Coordinator cannot be reached within a reasonable amount of time, and the Foster Dog is in severe distress, pain, and/or immediate danger, the Foster Home may make the decision to take the Foster Dog to a SIRA approved veterinarian. If there are no SIRA approved veterinarians that are able to examine the Foster Dog within a reasonable amount of time, based on the symptoms the Foster Dog is displaying, then the Foster Home may take the Foster Dog to an alternate veterinarian or emergency clinic. Prior to tests or treatments being administered to the Foster Dog, the Foster Home must make all reasonable attempts to contact the Foster Home Coordinator and/or Medical Coordinator to provide details of the treatment, costs, and prognosis of the Foster Dog. No tests or treatments may be administered without the express permission of the Foster Home Coordinator and/or Medical Coordinator. If the Foster Home does not wait for permission from the Foster Home Coordinator and/or Medical Coordinator prior to having tests or treatments administered, the Foster Home may be held responsible and/or not be reimbursed for the costs incurred for any tests and/or treatments already administered and may result in the removal of Foster Dog from Foster Home.

5) If the Foster Dog is injured or becomes sick due to the negligence of the Foster Home, including but not limited to ingestion of items that are dangerous to dogs such as marijuana of any form, foods known to be toxic, and medications, as determined by the SIRA Board of Directors, the Foster Home may be held responsible and/or not be reimbursed for any vetting, including, but not limited to tests, procedures, and medications required to treat the Foster Dog and Foster Dog will be removed from Foster Home.

6) The Foster Dog is never to be euthanized unless the Foster Home has received written permission from the SIRA Board of Directors. If the Foster Home has been advised by a veterinarian to euthanize the Foster Dog for medical purposes, then the Foster Home must make all reasonable attempts to contact the Foster Home Coordinator and Medical Coordinator immediately via email, or if email is not immediately available then by phone. If the Foster Dog is in severe distress and/or pain, and the veterinarian has given the Foster Dog a poor diagnosis where the Foster Dog's quality of life will be drastically inhibited and/or the dog may die, and the Foster Home Coordinator and Medical Coordinator cannot be reached within 24 hours of the initial contact from the Foster Home, the Foster Home may make the decision to have the Foster Dog euthanized. The Foster Home must then immediately notify the Foster Home Coordinator about the Foster Dog being euthanized. If it is determined by the SIRA Board of Directors and a licensed veterinarian that the Foster Dog should not have been euthanized, the Foster Home may be held responsible and/or not be reimbursed for the cost of the euthanasia, and the Foster Home may be held responsible for paying the adoption fee according to SIRA's set adoption fee rates.

SECTION 4

SIRA Coordinator Contact Information

Starr Coyle

Treasurer and Medical Coordinator
treasurersirashibas@gmail.com

Kate Reschke

Intake Coordinator
intakesirashibas@gmail.com

Rachelle Steele

Foster Home Coordinator
fostersirashibas@gmail.com

Lynda Scher Steele

Adoption Coordinator
adoptsirashibas@gmail.com

Kristi Wiegraffe

Volunteer/Transport Coordinator
volunteersirashibas@gmail.com

Dawn Helsing Wolters

Outreach Coordinator
outreachsirashibas@gmail.com

Cathy Crowe

Home Visit Coordinator
homevisitsirashibas@gmail.com

Anna Homb

After Adoption Follow Up Coordinator
followupsirashibas@gmail.com

Rachel Sitarz

Event Coordinator
sirashibaevents@gmail.com

In case of emergency, contact Starr Coyle! If she cannot be reached, contact Kristi Wiegraffe!

Please return the signed last page of this handbook!

SECTION 5

Quick Reference Checklist

- 1) The Foster Home receives the Foster Dog.
- 2) The Foster Home will receive a list from the Intake/Foster Home/Medical Coordinator of procedures to be performed on the Foster Dog, if any, by a SIRA approved veterinarian.
- 3) If instructed to do so, the Foster Home will schedule an appointment with a veterinarian approved by SIRA as soon as possible after receiving the Foster Dog to have the Foster Dog examined and procedures included in the list as provided by the Intake/Foster Home/Medical Coordinator performed.
- 4) The Foster Home will determine the Foster Dog's temperament and behavior to the best of the Foster Home's ability, including, but not limited to, how the Foster Dog behaves with men, women, children, other dogs, and small pets.
- 5) The Foster Home will determine within 14 days of the Foster Dog being medically/behaviorally cleared for adoption whether or not to adopt the Foster Dog. If the Foster Home decides to adopt the Foster Dog, all processes related to adoption must be completed within the following 30 days.
- 6) If the Foster Home decides not to adopt the Foster Dog, then the Foster Dog must be made available to inquiries from potential Adopters within 14 days of the Foster Dog being medically/behaviorally cleared for adoption by completing the Foster Dog Profile form available in the SIRA Foster Home Forum group or from a SIRA Coordinator. Changes/updates to the Foster Dog's bio may be submitted at any time by submitting a new Foster Dog Profile form.
- 7) The Foster Home will receive inquiries via email about the Foster Dog from potential Adopters, attend SIRA Meet & Greet opportunities, and meet with potential Adopters with approved Adoption Applications and Home Visits to determine which potential Adopter will provide a lifelong home for the Foster Dog.
- 8) The Adoption Coordinator will forward the information for any potential Adopter's interested in the Foster Dog that seems to be a possible match. If the Foster Home agrees that the potential Adopter could be a match for the Foster Dog, the Foster Home will contact the potential Adopter.
- 9) If after the initial contact the Foster Home and potential Adopter agree that that the Foster Dog is a match, a time will be arranged for the potential Adopter to come meet the Foster Dog. All members of the potential Adopter's household and any resident dogs must be present at this meeting. The Foster Home will immediately notify the Adoption Coordinator when a meeting has been scheduled.
- 10) If after the meeting, all parties agree that the Foster Dog is a good match for the potential Adopter, an adoption day must be arranged between the Foster Home and Adopter.
- 11) Adoption Day Requirements:
 - a) A SIRA Coordinator will email an Adoption Contract to the Foster Home.
 - b) The Foster Home must review the Adoption Contract with the Adopter.

- c) The Adopter must review their contact information and fill in their emergency contact information on the second page of the Adoption Contract.
- d) The Adopter and Foster Home must sign the last page of the Adoption Contract.
- e) The Adopter must pay the adoption fee according to the age of the Foster Dog by check made out to "SIRA" (personal or money order) or via Venmo.
- f) The Foster Home will provide the Adopter with copies of the Foster Dog's medical records.
- g) The Adopter may take a copy of the Adoption Contract for their records.

12) The Foster Home must mail the original signed Adoption Contract, adoption fee check, and copies of all records pertaining to the Foster Dog to SIRA's address on the Adoption Contract within 5 business days of the Adoption. If the adoption fees were paid via Venmo, a scanned and emailed copy of the completed and signed Adoption Contract and records may be accepted.

Additional Provisions

- 1) The Foster Home will have access to the most current version of the Foster Home Policies and Procedures during the duration of the time the Foster Home is in possession of a Foster Dog through the SIRA Website and/or through the SIRA Foster Home Forum group.
- 2) The Foster Home will be notified of any changes to the Foster Home Policies and Procedures prior to the date the changes are put into effect. The Foster Home will be provided with the revised Foster Home Policies and Procedures at the time the Foster Home is notified of the changes.
- 3) The Foster Home will only be required to sign the Foster Home Policies and Procedures Agreement once, prior to receiving their first Foster Dog. By signing the Foster Home Policies and Procedures Agreement, the Foster Home agrees to follow all subsequent changes made to the Foster Home Policies and Procedures. The signed Foster Home Policies and Procedures Agreement will be kept on file by SIRA.



**Shiba Inu Rescue Association
Foster Home Policies and Procedures Agreement**

By signing, the Foster Home certifies that they have read, understand, and agree to follow all provisions as set forth by Shiba Inu Rescue Association's Foster Home Policies and Procedures.

Signature of Foster Home

Printed Name

Date

Signature of Foster Home

Printed Name

Date

Signature of SIRA Coordinator

Printed Name

Date